



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

REVISED ANNUAL PROCUREMENT PLAN 2019/2020 FINANCIAL YEAR

Prepared in terms of paragraph 1.5- Annual Procurement Plan of the Public Procurement Guidelines,
issued under Section 7 (1) (h) of the Public Procurement Act, 2015 (Act no.15 of 2015)

GOODS

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
GOODS						
1	Supply and Printing of Books, Journals and Manuals	Annual Contract	Open National Bidding	51 600.00	31-May-19	01-Jul-19
2	Cleaning Materials and Equipment	As required per RFQ Form	Request for Sealed Quotations	90,000.00	01-May-19	31-Jul-19
3	Staff Uniform		Request for Sealed Quotations	9,800.00	TBC	

4	Refreshments	Annual Contracts	Request for Quotations			
5	Corporate Gifts	As per request	Request for Sealed Quotations	100,740.00	Quarterly	
6	Supply of Office Stationeries	Annual Maintenance Contracts	Open National Bidding	5,000.00	Upon Request	
7	Supply of Office Furniture (BR, IP & Finance)	As per request	Request for Sealed Quotations	914 333.00	01-May-19	31-Jul-19
8	Supply of Office Equipment	Annual Contract/Once off	Request for Sealed Quotations	439,200.00	Oct, Nov, Dec 2019	
9	Promotional material (brochures, collateral, banners etc)	Annual Contract	Request for Sealed Quotations	200,000.00	01-May-19	01-Jun-19
10	M-Files for Archives	On request	Open National Bidding/Request for Sealed Quotations	200,000.00	30-Apr-19	30-Jun-19
11	Gas Suppression System	Once-Off	DP	115,000.00	01-Dec-19	31-Jan-20
12	Computers and Laptops (including regional roll-out for ICSF)	As per request	Open National Bidding	188,324.00	01-Oct-19	31-Jan-20
13	IT Network Hardware	As per request	RB	400,000.00	Upon Request	
14	Power Generator	As per request	ONB/RB	100,000.00	Upon Request	
		1	ONB/RB	315,000.00	Upon Request	
TOTAL				2,163,064.00		

WORKS

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
WORKS						
1	General Repairs and Maintenance for Head Office, Swakopmund and Katutura Offices. General Office Partitioning; Repairs and Maintenance for Computers and Other Assets	As required in the requesting form	Request for Sealed Quotations	680 000.00	When need arises (TBC)	
TOTAL				680,000.00		

CONSULTANCY SERVICES

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
CONSULTANCY SERVICES						
1	Auditing and Tax Consulting Services	3 Year Contract	Agreement in Place	190,000.00	Agreement in Place	
2	Fraud Hotline	1	Request for Proposals	100,000.00	01-Nov-19	01-Feb-20

3	Staff Development Training	As per 2 specified training per staff	Request for Proposals/Direct Procurement	492,200.00	TBC	
4	Legal Consultancy Services	3 Year Contract	Open National Bidding	1,000,000.00	April 2019	01-Jun-19
5	Review & Draft Legislation (Drafting of Copyright Bill and Company Act) (Staff Training)	Once off	Request for Proposals/DP/ONB	780 000.00	TBC	
6	IP Tribunal Consultancy	Once off	Request for Proposals/DP	150,000.00	01-Feb-20	31-Mar-20
7	Job evaluation & grading	Once off	Request for Proposals/DP/ONB	240,000.00	TBC	
8	Team Building	Once off	Request for Proposals/DP	200,000.00	TBC	
9	Employee Health and Wellness	Per Quarter	RB/DP/RFQ	103,400.00	TBC	
10	Pyschometric test	As per Management recruitment	RFP/DP	210,000.00	TBC	
11	Consultation for services for Audit	On request	Request for Proposals	150,000.00	TBC	
12	Skills Gap Analysis	Staff members	Open National Bidding	150,000.00	30-Sep-19	01-Dec-19
13	Culture Change Management	Per Quarter	IQ/RP	33,000.00	TBC	
14	Consulting Services for office of the CEO	On request	Request for Proposals	180,000.00	TBC	
15	Consulting Services for Marketing	On request	Request for Proposals	1,500,000.00	TBC	
TOTAL				4,698,600.00		


NON-CONSULTANCY SERVICES

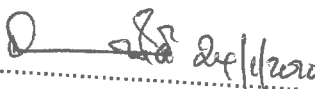
Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
NON-CONSULTANCY SERVICES						
1	Provision of Security Services	Ongoing 3-year Contract	Direct Procurement	869,945.00	Agreement in place	
2	Water and Electricity Bills	Ongoing Contract	Direct Procurement	668,000.00	Agreement in place	
3	Building Rental Kamenco Haus and PZN Holdings	Ongoing 3-year Contract	Direct Procurement	3,852,437.00	Agreement in place	
4	Courier Services	Ongoing Contract	Agreement in Place	802,572.00	Agreement in Place	
5	Motor Vehicle Expenses (Fuel, Licence Disc Renewal, Tracking System and Repairs and Maintenance)		IQ/RFQ/DP/RB	202,378.00	Upon request	
6	Air Tickets	Contract	Open National Bidding/Direct Procurement	444,924.00	31-May-19	July 2019
7	Workshop / Conference Facilities- (Copyright National Conference; 2 x Innovation Hub (TISCs); PCT Workshop; World IP Day; IP-Education Integration (IP & Tourism); Branding Conference; IP Policy Launch)	8	Direct Procurement/RFQ	123 697.58	TBC	


8	Advertising		Restricted Bidding/IQ			
9	Year-end function	Once Off	Request for Sealed Quotations	204,000.00	TBC	
10	Shows and Exhibitions		Adhoc as campaigns are executed. It's not possible to state what activities are going to take place at this stage	100,000.00	01-Oct-19	01-Nov-19
11	ICRS Support	12	Agreement in place	179,750.00	As Required	
12	The Document Warehouse	12	Agreement in place	2,666,200.00	Agreement in place	
13	ICSF New applications	1	Direct Procurement	1,190,792.00	Agreement in place	
14	Telephone and connectivity	12	Direct Procurement	4,500,000.00	Agreement in place	
15	Biometric System, CCTV Cameras and Alarm System for PZN, Kautura and Swakopmund Offices	Once Off	Open National Bidding	1,262,800.00	Agreement in place	
16	Security Infrastructure - IDS/IPS and Monitoring	1	Open National Bidding	350,000.00	01-Mar-19	01-May-19
17	Website Security	1	Direct Procurement	240,000.00	01-Jan-20	31-Mar-20
18	Mail Server System Implementaion	1	Open National Bidding	10,000.00	Agreement in place	
19	Automated Helpdesk System	1	Open National Bidding	1,000,000.00	01-May-19	29-Jun-19
20	Call Center System (SLA)	1	Direct Procurement	500,000.00	01-May-19	29-Jun-19
				300,000.00	01-Dec-19	01-Feb-20


21	Self-service Kiosk	1	Open National Bidding	500,000.00	01-Jan-20	01-Mar-20
22	PZN Warehouse operationalization	1	Open National Bidding	600,000.00	01-May-19	29-Jun-19
23	Enterprise Resource Planning System	1	Open National Bidding	5,000,000.00	01-May-19	29-Jun-19
24	Model IP Office	1	Open National Bidding	1,000,000.00	01-May-19	29-Jun-19
25	SMS Services	1	ONB/DP	200,000.00	01-Dec-19	01-Feb-20
26	Intrusion Detection and Prevention Monitoring	1	ONB/DP	240,000.00	TBC	
27	High Availability Setup for Internet and MPLS	1	ONB/DP	200,000.00	TBC	
28	Computer Expenses (Licence Renewals, Maintenance, Software and Systems & Hardware)	Upon request	DP/IQ/ONB	1,032,197.00	Upon request	
TOTAL				28,115,995.00		

SIGNATORIES:


 23/01/2020
 Mr. D.H Hamukwaya
 Procurement Management Unit


 24/01/2020
 Mr. J. Lubinda
 Financial Advisor


 23/01/2020
 Ms. A. Kaundu
 Chairperson: Procurement Committee


 03/02/2020
 Ms. V. Katjiuongua
 Chief Executive Officer